



TORQ Analysis of Purchasing Managers to Procurement Clerks

INPUT SECTION:

Transfer	Title	O* NET	Filters		
From Title:	Purchasing Managers	11-3061.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Procurement Clerks	43-3061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

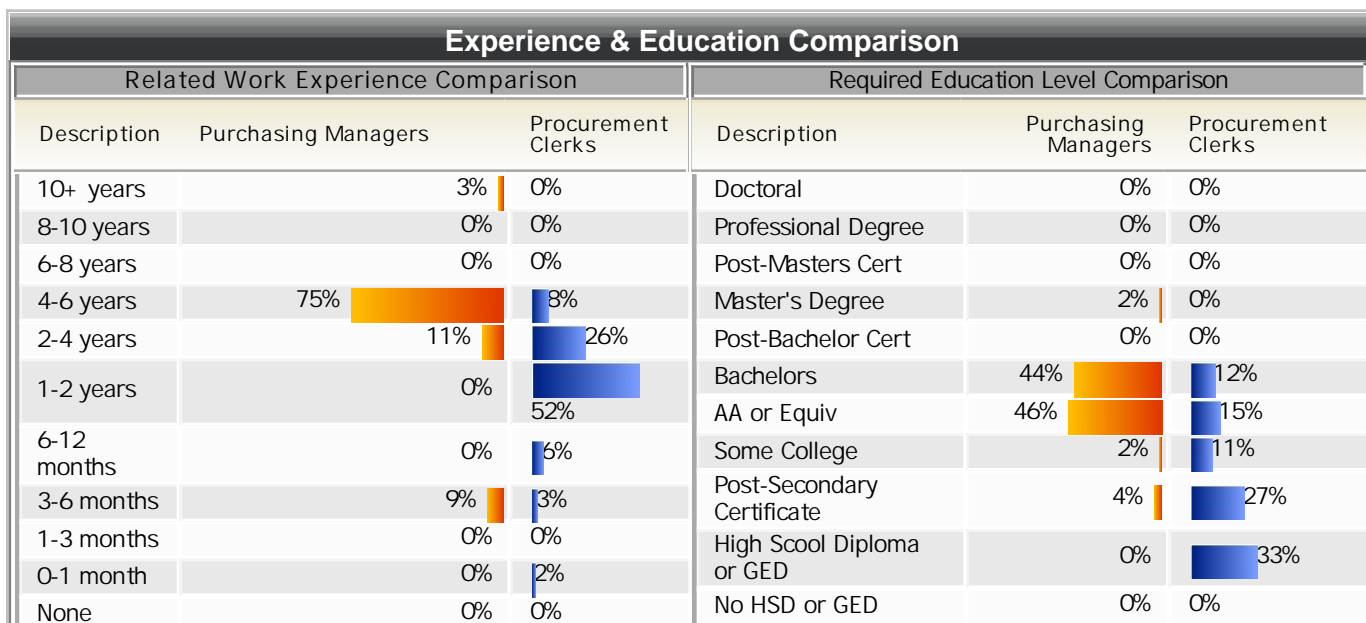
OUTPUT SECTION:

Grand TORQ:								89			
Ability TORQ				Skills TORQ				Knowledge TORQ			
Level		<div></div> 95		Level		<div></div> 88		Level		<div></div> 84	
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Oral Comprehension	60	1	81	Monitoring	70	17	70	Clerical	71	26	75
				Active Listening	67	11	79				
				Writing	64	5	74				
				Time Management	69	3	86				
				Speaking	63	1	81				
LEVEL and IMPT (IMPORTANCE) refer to the Target Procurement Clerks. GAP refers to level difference between Purchasing Managers and Procurement Clerks.											

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Managers	Procurement Clerks	Importance
Oral Comprehension	59	60	81
Oral Expression	64	55	81
Written Comprehension	57	53	78
Written Expression	57	48	72
Problem Sensitivity	57	46	72
Deductive Reasoning	59	50	72
Information Ordering	51	48	72





Purchasing Managers	Procurement Clerks
Most Common Educational/Training Requirement:	
Bachelor's or higher degree, plus work experience	Short-term on-the-job training
Job Zone Comparison	
<p>4 - Job Zone Four: Considerable Preparation Needed</p> <p>A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.</p> <p>Most of these occupations require a four - year bachelor's degree, but some do not.</p> <p>Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.</p>	<p>3 - Job Zone Three: Medium Preparation Needed</p> <p>Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.</p> <p>Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.</p> <p>Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.</p>

Tasks

Purchasing Managers	Procurement Clerks
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> • Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems. • Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work. • Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people. • Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. 	<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> • Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. • Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. • Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time. • Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. • Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
Specific Tasks	Specific Tasks
<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> • Administer online purchasing systems. • Analyze market and delivery systems to assess present and future material availability. • Arrange for disposal of surplus materials. • Control purchasing department budgets. • Develop and implement purchasing and contract management instructions, policies, and procedures. • Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies. • Interview and hire staff, and oversee staff 	<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> • Approve bills for payment. • Calculate costs of orders, and charge or forward invoices to appropriate accounts. • Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications. • Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. • Compare suppliers' bills with bids and



training.

- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services procedures manual
- maintain records, reports, or files
- manage inventories or supplies
- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment

purchase orders in order to verify accuracy.

- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

Detailed Tasks

Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or



- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

Technology - Examples

Calendar and scheduling software

- Scheduling software

Charting software

- Microsoft Office Visio

Data base management system software

- Oracle DBMS

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox
- Database software
- Microsoft Access

Electronic mail software

- IBM Lotus Notes
- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP
- Enterprise resource planning ERP software
- Epicor Vantage ERP
- Lawson M3 Supply Chain Management software
- Oracle JD Edwards EnterpriseOne
- Oracle PeopleSoft
- SAP software

Financial analysis software

- Oracle PeopleSoft Enterprise Financial Management Solutions

Internet browser software

- Web browser software

Inventory management software

- Inventory management software

Materials requirements planning logistics and supply chain software

- Material requirement planning MRP software

Office suite software

equipment

- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

Technology - Examples



• Microsoft Office
Point of sale POS software
• Point of sale POS software
Presentation software
• Microsoft PowerPoint
Procurement software
• Ariba Spend Management Suite
• Automated purchase order software
• Bottomline Technologies Bottomline Sprinter Purchasing Manager
• Purchasing software
• PurchasingNet eProcurement
Project management software
• Microsoft Project
• Primavera Systems SureTrak Project Manager
Spreadsheet software
• Microsoft Excel
• Spreadsheet software
Word processing software
• Microsoft Word
• Word processing software
Tools - Examples
• 10-key calculators
• Desktop computers
• Personal computers

Labor Market Comparison

Description	Purchasing Managers	Procurement Clerks	Difference
Median Wage	\$ 72,560	\$ 33,300	\$(39,260)
10th Percentile Wage	\$ 46,340	\$ 22,760	\$(23,580)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 88,750	\$ 41,460	\$(47,290)
90th Percentile Wage	\$105,800	\$ 47,510	\$(58,290)
Mean Wage	\$ 74,700	\$ 33,970	\$(40,730)
Total Employment - 2007	330	N/A	N/A



Employment Base - 2006	343	251	-92
Projected Employment - 2016	349	247	-102
Projected Job Growth - 2006-2016	1.8 %	-1.6 %	-3.3 %
Projected Annual Openings - 2006-2016	11	5	-6

National Job Posting Trends

Trend for Purchasing Managers

Trend for
Procurement
ClerksData from [Indeed](http://www.indeed.com)

Recommended Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Purchasing Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
11-3061.00	Purchasing Managers	100	4	330	\$72,560.00	\$0.00	2%	11



11-3051.00	Industrial Production Managers	88	4	690	\$72,560.00	\$0.00	-12%	24
11-1021.00	General and Operations Managers	88	4	8,490	\$77,050.00	\$4,490.00	-5%	209
13-2052.00	Personal Financial Advisors	86	3	360	\$94,100.00	\$21,540.00	10%	13
11-2022.00	Sales Managers	86	4	1,310	\$72,720.00	\$160.00	3%	32
11-3021.00	Computer and Information Systems Managers	85	5	870	\$83,130.00	\$10,570.00	8%	21
11-1011.00	Chief Executives	83	5	750	\$102,290.00	\$29,730.00	-6%	25
11-2021.00	Marketing Managers	81	4	570	\$74,560.00	\$2,000.00	7%	17
25-1063.00	Economics Teachers, Postsecondary	81	5	80	\$73,830.00	\$1,270.00	11%	2
23-1011.00	Lawyers	81	5	1,910	\$80,120.00	\$7,560.00	6%	73
11-9041.00	Engineering Managers	79	5	720	\$91,030.00	\$18,470.00	-2%	14
11-9121.00	Natural Sciences Managers	78	5	180	\$79,810.00	\$7,250.00	8%	5
23-1023.00	Judges, Magistrate Judges, and Magistrates	77	5	80	\$115,160.00	\$42,600.00	1%	2
29-1051.00	Pharmacists	76	5	1,190	\$112,550.00	\$39,990.00	22%	46
17-2072.00	Electronics Engineers, Except Computer	75	4	210	\$76,420.00	\$3,860.00	-26%	4

Top Industries for Procurement Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%
General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%
Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%



Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%
State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%
Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%
Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%

Top Industries for Purchasing Managers

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4.26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%
Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%
Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%